

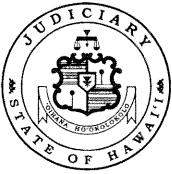
**REQUEST FOR INFORMATION (July 2010) – HEALTH AND HUMAN
SERVICES FOR THE PERIOD JANUARY 1, 2011 (TENTATIVE) THROUGH
JUNE 30, 2015, THE JUDICIARY, STATE OF HAWAII**

Submit Written Comments by AUGUST 12, 2010

Request for Information Specifications

Note: If this document is downloaded through the internet, each interested person must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this Request for Information (RFI). The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this RFI if comments are submitted.

Instructions: View and/or print the individual service specifications of interest to you. If you intend to submit comments or would like to receive addendums for this RFI, please email Naty.B.Butay@courts.state.hi.us, and provide the following information: Name of Company, Address, Telephone Number, Fax Number, Email Address and Contact Person. If you have any procedural questions about this RFI, contact Naty Butay at 808-538-5805 or FAX 808-538-5802.



Office of the Administrative Director — Support Services Department

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Thomas R. Keller
ADMINISTRATIVE DIRECTOR

Christopher P. Stathis
DIRECTOR OF SUPPORT SERVICES

Walter M. Ozawa
DEPUTY ADMINISTRATIVE DIRECTOR

Date: July 28, 2010

To: All Interested Providers

From: Janell M. Kim, Financial Services Administrator

Subject: Request for Information for Health & Human Services (103F, HRS),
January 1, 2011 (tentative) through June 30, 2015

The Judiciary, State of Hawaii is publishing this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to obtain comments and suggestions from interested providers for the planned purchase of auxiliary Nursing Services at the Judiciary's Detention Services Branch during the period January 1, 2011 (tentative) through June 30, 2015, subject to availability of funds. Draft service specifications are attached to this RFI for your review, or are available through the Judiciary's website at <http://www2.hawaii.gov/jud> under "Doing Business with the Judiciary/Solicitations".

Persons or organizations interested in commenting about the draft specifications may submit, email, or postmark their comments by **August 12, 2010** to the appropriate program contact person listed in the RFI. Input received in response to this RFI may be incorporated into the specifications and be used in a formal Request for Proposals, tentatively scheduled for October 2010. (Note: The receipt of comments to this RFI will not be a pre-requisite to submit proposals for the subsequent RFP.) Contracts resulting from the RFP will be for the periods indicated in the service specifications.

Programmatic questions regarding this RFI shall be directed to the appropriate program contact person indicated in the service specifications, while other RFI questions may be directed to Naty Butay in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email Naty.B.Butay@courts.state.hi.us. Thank you.

A handwritten signature in dark ink, appearing to read "Janell M. Kim", is written over a horizontal line.

JANELL M. KIM
Financial Services Administrator

(State Procurement Office and Judiciary website: July 28, 2010)

- 2.1 SVC SPEC Title:** Detention Services Branch, First Circuit Court
Auxiliary Nursing Services for Hale Hoomalu and Home Maluhia

2.1.1 Introduction

A. & B. (SEE SECTION 2.0.1)

C. Description of the goals of the service

To provide a full range of professional nursing services from assessment of needs to addressing a wide variety of patient illnesses, i.e., administering medication, operating special equipment, reacting to emergency situations and conditions, and who are capable of treating patients with the goal of maintaining or improving health care conditions at Hale Hoomalu and Home Maluhia . The nurses shall be auxiliary to the existing Detention Services Branch nursing staff and shall provide services for any shift, seven (7) days per week, in a variety of work schedules as requested and dependent on the facility's needs.

D. Description of the target population to be served

The target population includes youths (males and females), ages 12 to 17, who are in secured detention at Hale Hoomalu or in non-secure detention at Home Maluhia.

E. Geographic coverage of service

Service areas include the following:

Hale Hoomalu
287 Kamokila Blvd.
Kapolei, Hawaii 96707

Home Maluhia
902 Alder Street
Honolulu, Hawaii 96814

F. Probable funding amounts, source and period of availability

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate for the cost of providing the services described in the proposal.

Funding sources: State General Funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed five (5) years, e.g. January 1, 2011 (tentative) to June 30, 2015 subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract which is anticipated for over 2 years.

2.1.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state, and county regulations, and comply with all applicable Hawaii Administrative Rules.
 - a) Applicants shall ensure that all nurses have:
 - Valid current Hawaii Nurses License
 - Valid current State of Hawaii Driver's License
 - Minimum of 6 months of recent acute level nursing care experience
 - Current CPR and AED certification card
 - Current TB clearance
 - Passed a criminal background check which includes fingerprinting.
 - b) The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices and provide for proof of insurance coverage as applicable.
2. The Applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the Applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal.
3. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO-H-201 (Effective 10/01/98) which can be found on the SPO website (See Section 5, POS Application Checklist, for the website address).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will not be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Not allowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single and Multiple

Multiple contracts may be awarded if such awards are deemed to be in the interest of the Judiciary, and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (<2 years) ☒ Multi-term (.>2 years)

A multi-term contract will be awarded if such awards are deemed to be in the best interests of the Judiciary. The initial term of the contract shall be for over two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and the satisfactory performance of services by the provider. Execution of a contract amendment is required to extend the contract for another term. If it is determined that a multi-term contract is not in the best interest of the Judiciary, a single term contract will be awarded.

F. RFP Contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day the time specified in Section 1.4 (Procurement Timetable) of this RFP.

For technical questions related to the Request for Proposal process, please contact the following individual:

Judiciary Purchasing Office
Naty Butay at (808) 538-5805 Fax: 538-5802
Email: Naty.B.Butay@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Chief Court Administrators Office, First Circuit
Linda Kiyotoki at (808) 954-8224 Fax: 954-8308
Email: Linda.A.Kiyotoki@courts.state.hi.us

2.1.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Nurse Responsibilities and Duties

a. General Duties

- (1) While providing patient care services at Hale Hoomalu and Home Maluhia, each nurse shall comply with all provisions of the licensing laws under which he/she is licensed, with regulations promulgated there under, and each shall comply with all nursing policies and procedures adopted by Hale Hoomalu and Home Maluhia, to protect the health and welfare of its patients.
- (2) Guidelines under which the nurses will be required to work are the guidelines that are the well-established departmental policy, doctor's orders, memoranda, nurse protocols, and policies and procedures of Hale Hoomalu and Home Maluhia. The nurse shall use his/her judgment in selecting a course of action when any one of several could be appropriate, i.e., a patient's change in condition may warrant either continual intensive observation, informing charge nurse, calling a physician, or initiating preplanned emergency treatment.
- (3) The nurses shall attend orientation sessions at Hale Hoomalu and Home Maluhia to become acquainted with the correctional nursing policies as may be necessary for performance of their duties. The Judiciary will provide up

to (4) hours of paid orientation time to all new assignees to Hale Hoomalu and Home Maluhia.

b. Specific Duties

- (1) The nurses shall report to the Deputy Superintendent or designee at the facility each day at the start and end of her/her shift.
- (2) Duties of the nurses shall include, but not be limited to the following:
 - Obtains medical history on all new detainees and note special health problems. Performs duties as required such as admissions, transfers, discharges, and making appointment with outside clinics and laboratories.
 - Interviews detainees complaining of physical illness; performs preliminary examination, screens patients to be seen by physician.
 - Dresses wounds. Renders first aid and nursing care to detainees and staff on accidents occurring on facility grounds; refer to physician if injury requires further care.
 - Assists physician for emergency treatment. Initiates appropriate action such as starting resuscitative measures in an emergency situation when a physician is not present or immediately available
 - Observes and assesses patient's clinical condition; recognizes, identifies and interprets serious situations and immediately decides proper action, i.e., calls physician or starts preplanned emergency measures.
 - Assists the physician in minor surgical procedures. Carries out orders by physician for medications or treatment for detainees seen at the dispensary.

- Administers prescribed medications, starts and maintains intravenous infusions, gives intramuscular and oral medication, observes patients for adverse reactions and takes appropriate action.
- Continually assesses any changes based on observation of the patient's condition, receives the medical treatment plan, and brings to the attention of the physician any changes in the patient's condition.
- Orders medications and supplies; dispenses medical supplies. Writes out physician's medication and treatment instructions to staff; instructs staff on the dispensing of medications, special diet needs, care of individual detainees. Provides health care of detainees and staff on an individual basis. Recommends follow-up services; maintains up-to-date medical records for all detainees.
- Utilizes the physician orders and nursing standards of care related to redirecting behavior of the mentally ill and the chemically dependent.
- Works closely with other members of the health care staff for formulation of the total care plan for specific patients.
- Observes and assesses patients closely for any significant behavioral changes. Documents changes in behavioral terms and notifies the mental health staff.

2. The Applicant shall:

- a. Ensure that all work required under this contract shall be performed by the applicant or its employees. The applicant shall be responsible for the accuracy, completeness, and adequacy of any and all work and services performed under this contract. The applicant intentionally, voluntarily, and knowingly assumes the sole and entire liability (if such liability is determined to exist) to the applicant's employees and agents, and to any individual not a part to this contract for all loss, damage, or injury caused by the applicant or the applicant's employees or agents in the course of

their employment.

- b. Ensure that payments for all applicable federal, state and county taxes and fees which may become due and owing by the applicant(s) by reason of this contract, including but not limited to, (a) income taxes, (b) employment related fees, assessments, and taxes, and (c) general excise taxes. The applicant is further responsible for obtaining all licences, permits and certificates that may be required by reason of the contract, including but not limited to, a general excise tax license from the Department of Taxation, State of Hawaii.
- c. Secure any and all insurance coverage for the applicant and the applicant's employees and agents which may be required by law during the duration of this contract. The applicant shall further be responsible for payment of all premiums, costs, and other liabilities associated with securing said insurance coverage.
- d. Secure, at the applicant's expense, all personnel required to perform the services required by this contract. Applicant shall ensure that the applicant's employees or agents are experienced and fully qualified to engage in the activities and services required under this contract, and that all applicable licensing or operating requirements imposed or required under federal, state or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.
- e. Ensure that all nurses have:
 - Valid current Hawaii Nurses License
 - Valid current State of Hawaii Driver's License
 - Minimum of 6 months of recent acute level nursing care experience
 - Current CPR and AED certification card
 - Current TB clearance
 - Passed a criminal background check which includes fingerprinting.
- f. Not assign or subcontract any of the applicant's duties, obligations, or intersets under this contract without the prior written consent of the Judiciary. If the applicant finds it necessary to subcontract some of the work herein, and the Judiciary consents to the subcontract, it is understood that no subcontract shall, under any

circumstances, relieve the applicant of its obligation and liability under this contract with the Judiciary and all persons engaged in performing the work covered by this contract shall be considered employees of the applicant.

g. Include, but not be limited to the following responsibilities:

- (1) The applicant shall comply with all pertinent provision of the Occupational Safety and Health Act in order to provide safety controls for protection to the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruption in the performance of this proposal.
- (2) The applicant shall maintain an accurate record of, and shall report to the Superintendent of the Detention Services Branch in the manner and on the forms prescribed by the facility, exposure data and all accidents resulting in death, traumatic injury, occupational disease and damage to property, material, supplies, and equipment incident to work performed under the proposal.
- (3) The Superintendent of the Detention Services Branch or designee will notify the applicant of any noncompliance with the foregoing provisions and the action to be taken. The applicant shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the applicant or their representatives at the site of the work, shall be deemed sufficient for the purpose of appropriate notification of deficiency. If the applicant fails or refuses to promptly comply by correcting the deficiency, the Superintendent of the Detention Services Branch or designee may issue an order stopping all or parts of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made the subject claim for extension of time or for excess costs or damages by the applicant.

3. Supervisory Controls

- a. The physicians provide direct instructions concerning patients. The nurse independently plans, schedules, and provides comprehensive nursing skills with specific instructions for each patient. Emergencies or unusual problems are reported to the physician or the supervisory nurse, as appropriate. The Superintendent of the Detention Services Branch is ultimately responsible for the operations.
- b. The Superintendent of the Detention Services Branch or designated representative will monitor the applicant and the applicant's nurses' compliance with the terms of this contract and evaluate the services performed. Unacceptable "professional nursing" practice will be evaluated by the Superintendent or designee who may at any time suspend the nurse from performing the services under the provisions of this contract. The Superintendent also retains the right of suspension or termination of privileges. Any such suspension shall not be subject to challenge by the applicant.

B. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Applicant(s) shall have at least twelve (12) months experience operating a nursing service business.
2. Applicant(s) shall conduct business during normal working hours as well as non-business hours including holidays and shall also be accessible twenty-four (24) hours a day, seven (7) days a week, to respond to requests and/or complaints.
3. Applicant(s) shall have an office located in the State of Hawaii.
4. Applicant(s) shall be responsible for payment of all applicable federal, state and county taxes and fees which may become due and owing by the applicant by reason of this RFP, including, but not limited to income taxes, employment related fees, assessments and taxes, and the State Of Hawaii General Excise Tax.
5. Applicant(s) shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
6. Applicant(s) shall be required to maintain a commercial general liability

insurance and medical professional liability insurance of at least two million dollars (\$2,000,000.00) per occurrence. The Judiciary, State of Hawaii, shall be named as additional insured.

7. Applicant(s) shall ensure that each of the nurses referred to Hale Hoomalu and Home Maluhia, possesses a current and valid nursing license issued by the State of Hawaii and a current CPR card. A copy of each nurse's license and CPR card shall be provided to the Family Court Detention Services Branch. The nurse's social security number and birth date shall also be provided to the Family Court Detention Services Branch for a criminal background check.

2.1.4. Qualifications

A. Experience

Applicant(s) shall have at least twelve (12) months experience operating a nursing service business.

Requirements for the Proposal Application

Applicant shall provide a description of experience/projects/contracts pertinent to the services required. Applicant shall include points of contact, addresses, e-mail/phone numbers. The Judiciary reserves the right to contact references to verify experience.

B. Organization

Applicant(s) shall be required to maintain a commercial general liability insurance and medical professional liability insurance of at least two million dollars (\$2,000,000.00) per occurrence. The Judiciary, State of Hawaii, shall be named as additional insured.

Requirements for the Proposal Application

Applicant must demonstrate ability to comply with insurance requirements.

C. Personnel

Applicant(s) shall ensure that each of the nurses referred to Hale Hoomalu and Home Maluhia possesses a current and valid nursing license issued by the State of Hawaii and a current CPR and AED certification card.

Requirements for the Proposal Application

Applicant must provide narrative and/or documentation to demonstrate staff utilized for the services will have required qualifications such as a license, and/or resume.

D. Facilities

Clinic space, staff support, equipment, and supplies are provided by the Family Court Detention Services Branch. The awarded applicant(s) shall abide by the security procedures at Hale Hoomalu and Home Maluhia and shall be subject to the policies and procedures of both facilities.

Requirements for the Proposal Application

Applicant(s) shall have an office located in the State of Hawaii staffed with personnel to respond to requests for nursing services within two (2) hours from notification from the Family Court Detention Services Branch and shall also be accessible twenty-four (24) hours a day, seven (7) days a week to respond to requests and/or complaints.

Evaluation Criteria for Qualifications (60 points)

Experience

- References documenting at least 12 months experience operating a nursing service business.

Organization

- Evidence of ability to comply with insurance requirements.
- Ability to provide fiscal and administrative support to submit monthly itemized invoices and timesheets.

Personnel

- Resume to document qualifications of key personnel in the organization and staff qualifications.
- An organizational chart that shows lines of authority and supervision.

Facilities

- Applicant(s) shall have an office located in the State of Hawaii.

2.1.5. Pricing Structure

A. Pricing

1. The proposed hourly rate shall include all labor, administrative cost, applicable taxes, training costs and any other expenses necessary to perform the services specified herein. Travel to and from Hale Hoomalu or Home Maluhia will be at the applicant's expense. The rates submitted shall be based on a cost per hour categorized as follows:
 - (a) Hourly rate for services that fall between the hours of 6:00 am and 6:00 pm on regular working days (Monday thru Friday).
 - (b) Hourly rate for services that fall between the hours of 6:00 pm and 6:00 am on regular working days (Monday thru Friday).
 - (c) Hourly rate for services that fall between the hours of 6:00 am and 6:00 pm on weekends (Saturday and Sunday).
 - (d) Hourly rate for services that fall between the hours of 6:00 pm and 6:00 am on weekends (Saturday and Sunday).
 - (e) Hourly rate for services that fall on State holidays. The following days of each year are recognized by the Judiciary, State of Hawaii as holidays:
 - New Year's Day
 - Dr. Martin Luther King, Jr. Day
 - President's Day
 - Prince Jonah Kuhio Kalaniana'ole Day
 - Good Friday
 - Memorial Day
 - King Kamehameha I Day
 - Independence Day
 - Statehood Day
 - Labor Day
 - Veterans' Day
 - Thanksgiving Day
 - Christmas Day
 - All election days, except primary and special election days, in the county wherein the election is held.
2. The applicant shall submit previous month's itemized invoices to the Judiciary by the tenth calendar day of the following month.

Invoices shall detail the services provided, the number of nurses provided, number of hours of services provided per nurse, and any other pertinent information needed for invoicing. Invoices shall be based on the contracted unit price per hour plus applicable costs for holidays. The monthly invoice shall contain a certification that services have been performed and that provider is entitled to be paid the invoiced amount.

3. Final payment shall be made only after submission of a tax clearance issued by the State Department of Taxation and the Internal Revenue Service showing that all delinquent taxes levied or accruing under State statute have been paid in accordance with section 103-53 and 237-45, Hawaii Revised Statutes.

B. Statutory Requirements to Section 103-55, HRS

1. Applicants are advised that Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public employees for similar work. Applicants shall complete and submit the wage certificate (Attachment C) by which applicant certifies that the services required will be performed pursuant to Section 103-55, HRS.
2. The Judiciary's Registered Professional Nurse IV, performs work similar to the work required herein. The current wage rate for the Judiciary's RN IV is \$36.43 per hour.
3. The applicant(s) shall be obliged to notify its employees performing work under this contract of the provisions of Section 103-55, HRS, and the current wage rate for public employees performing similar work. The applicant(s) may meet this obligation by posting a notice to this effect in the applicant(s') place of business which is accessible to all employees, or the applicant may include such notice with each paycheck or pay envelope furnished to the employees.

Evaluation Criteria for Pricing (40 points)

- Lowest total of Hourly Rates will be awarded 40 points. All other total of Hourly Rates proposals will be awarded points as follows:

Points allocated to higher-priced proposals is calculated by multiplying the lowest total of Hourly Rates by 40, divided by the higher(est) proposal price.

2.1.6: Other

Litigation

- The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Statements regarding litigation will not carry any point value, but are required.

2.1.7: Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- The Superintendent of the Family Court Detention Services Branch or designee, will determine the compliance of the terms of the contract in conjunction with feedback from the Detention Facilities Nurses and Contracted Physician.
- Applicant(s) timely response to requests for nurses.
- Applicant(s) ability to provide nursing coverage for requests for nurses.